

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible, non-supervisory clerical position designed to relieve the police chief of the duties of routine record-keeping and other routine clerical matters. The employee of this class types, files, issues equipment to employees, makes purchases of supplies and equipment and keeps records of such, and performs related clerical duties. The secretary to the police chief works independently in most areas with general instructions from the police chief who supervises and reviews the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types formal reports, letters, forms, memos, statements;

Issues equipment to employees and keeps records of such;

Sets up a filing system and revises such system when necessary; files correspondence, cards, forms, records, etc.; retrieves information or documents from the files; may also develop new procedures for office functions when necessary;

Operates a teletype to send or receive pertinent information needed by the department;

Operates copying machine or duplicating machine to make copies of documents when required;

Orders supplies utilizing purchase requisitions or purchase orders; maintains a purchase order or purchase requisition ledger and records all purchases and receipts as required by the department; makes purchases of supplies and equipment following established procedures;

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous basis as required; keeps a current address and telephone list of all employees; keeps records of annual, sick, or compensatory leave earned and taken for all employees; completes records for supplemental pay and sends to the appropriate state agency; keep records requiring running totals such as hours spent in training, etc.; makes appointments for physicals for new employees; maintains a record of promotions and demotions; keeps records of pay raises, step increases, etc. due

to employees; maintains a current seniority list; corresponds with the pension board concerning officers who have applied for pension;

Records hours worked on payroll time sheets or cards; computes and records hours worked for payroll; sends in city payroll each pay period, including all changes such as raises, changes in dependent status, new additions to the payroll, etc.; takes complaints from employees about pay and deals with payroll section; computes salaries, hours, and overtime for annual salary budget;

Prepares court docket;

Opens, sorts, and distributes incoming mail; reminds chief of all his appointments, meetings, etc.; greets visitors to the office and shows them into the chief's office; selects and handles any routine correspondence or requests on own initiative; composes letters from oral or written directions by the chief; receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction;

Attends official meetings for the purpose of taking minutes or notes;

Acts as a relief communications operator;

Processes traffic tickets;

Performs duties relating to the care of prisoners such as keeping records of jail inmates, ordering meals for prisoners, calculating cost of prisoner meals, etc.;

May also perform duties such as: making and answering telephone calls; taking dictation in longhand and transcribing from notes; proofreading typed material and correcting errors; scheduling appointments for the chief; screening the chief's telephone calls; answering questions and handling any routine requests by visitors to the office; posting items into journals, ledgers, etc., and balancing these at the end of the month; issuing payments from petty cash; taking photographs;

Performs related duties when required.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class,

must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

AB	10-28-81
Rev	01-12-00
	05-07-07
	04-21-11
	04-17-14